

**Lake Country School District Policy Statement
Series 500 - Personnel**

Substitute Teachers

**Policy #: 534
(Previously 500.17)**

The Principal, Administrator, or designee shall maintain records for qualified substitute teachers who may be called on to replace regular teachers who are absent.

The Principal, Administrator, or designee shall be responsible for arranging for substitute teachers by hiring per diem substitute teachers. If the Principal, Administrator, or designee performs such duty, then he/she shall have such duty listed in his/her job description and the Principal, Administrator, or designee may receive additional compensation through a contractual addendum for the performance of this duty.

Whenever possible, the substitute teacher should be certified to teach the grade or subjects of the absent teacher. The Principal, Administrator, or designee should make themselves aware of the quality of a substitute's performance.

The Principal, Administrator, or designee shall develop specific guidelines and procedures for substitute teachers. Such guidelines and procedures shall be provided to each substitute teacher employed by the Lake Country School District.

Substitute teachers shall be paid a daily rate as determined annually by the Board.

Adopted by the School Board December 7, 1992
Revised by the School Board 10/18/93

02/23/18 1st Revision Reading
03/12/18 2nd Revision Reading
Revised by the School Board March 12, 2018